

## FCS07 - SOP for Operating and Maintaining Laboratory Instruments

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### 1. Scope

- 1.1. This document establishes the procedures for preventative maintenance and quality control that apply to instrumental analysis. The purpose of these maintenance and quality control (QC) procedures is to ensure that instruments are working properly and are free of contaminants before processing casework.

### 2. Background

- 2.1. To establish a procedure for regular instrument maintenance and QC to ensure quality and accuracy of reported casework results.

### 3. Safety

- 3.1. Reagent Toxicity: Personnel should refer to the appropriate SDS for solvents and reagents used during analysis for any specific safety requirements.
  - 3.1.1. For a complete review of required Health and Safety regulations of the PHL, see *DOM13 DFS Health and Safety Manual*.
- 3.2. Protective Equipment: Personnel should wear personal protective equipment (PPE) including: lab coat, gloves, and safety goggles when carrying out standard operating procedures.
  - 3.2.1. Wear vinyl or nitrile gloves when handling these chemicals to prevent absorption through the skin. If any chemicals are spilled onto gloves, discard gloves into hazardous waste.

- 3.3. Training: Formal training in use of instruments and software is necessary.
- 3.4. Personal Hygiene: Universal Precautions must be followed. Care should be taken when handling chemicals or any biological specimen. Routine use of gloves and proper hand washing should be practiced.
  - 3.4.1. Refer to DOM13 – DFS Health and Safety Manual.
- 3.5. Disposal of Waste: Waste materials must be disposed of in compliance with laboratory, Federal, state, and local regulations. Solvents and reagents should always be disposed of in an appropriate container clearly marked for waste products and temporarily stored in a chemical fume hood.
  - 3.5.1. Consult DFS Safety Officer for proper procedures.

## **4. Materials Required**

- 4.1. Reagent Grade Acetonitrile (ACN) and Methanol (MeOH), Chloroform, or higher purity.
- 4.2. Gas Chromatograph-Mass Spectrometer
  - 4.2.1. Fully assembled, including: solvent vials, injection syringe, and other consumables.
  - 4.2.2. Ultra-High Purity Helium tanks
  - 4.2.3. Computer monitor equipped with instrumental software and attached printer.
- 4.3. Binder/Folder for Autotune and Standard results
- 4.4. Daily Maintenance Logbook

## **5. Standards and Controls**

- 5.1. Not applicable

## **6. Calibration**

- 6.1. Not applicable

## **7. Procedures**

- 7.1. Daily Maintenance Procedure
  - 7.1.1. Check the helium levels in the setup in the hallway.
  - 7.1.2. Update gas signage as appropriate

7.1.3. Replace helium tanks as appropriate

7.2. Weekly Maintenance Procedure

7.2.1. Weekly Maintenance must be carried out each week on each instrument used for casework and must be performed prior to any other casework. If only one instrument is used for casework, only the instrument being used must undergo this weekly maintenance.

7.2.2. Each Monday is considered the start of a new week for weekly maintenance purposes.

7.2.3. Analytical Balances

7.2.3.1. Analytical balances being used for case analysis shall be checked weekly during active casework (prior to use in casework).

7.2.3.2. Acceptable performance specification will be assessed prior to use of the balance.

7.2.3.3. Reportable uncertainty range will be assessed based on the type of balance.

7.2.3.4. Perform a weight test on three weights appropriate for the weighing range of the balance used: one low, one medium, and one high.

7.2.4. Gas Chromatography Mass Spectrometry (GC-MS)

7.2.4.1. Solvent Vials

7.2.4.1.1. Empty the waste vials in the autoinjector tray.

7.2.4.1.2. Empty and replace Acetonitrile and/or Methanol in the solvent vials in the autoinjector tray.

7.2.4.1.3. Empty and replace Acetonitrile and/or Methanol in the solvent blank vials in the autoinjector tray.

7.2.4.2. Syringe Cleaning

7.2.4.2.1. Clean autoinjector syringe using Acetonitrile and/or Methanol.

7.2.4.3. Run Autotune

7.2.4.3.1. Tune with Perfluorotributylamine (PFTBA) using Autotune function in ChemStation using the stune method.

7.2.4.3.2. Check autotune for excessive peaks, good tune peak shape, and water and oxygen levels under 10%.

7.2.4.4. Save and Print Sequence from the previous day.

- 7.2.4.5. File the previous week's sequence and the day's autotune result in the Autotunes and Sequences Logbook.
- 7.2.4.6. Load the Weekly Sequence file and save as a new sequence using the current date with the format YYYY.MM.DD (Ex: 2015.12.25).
- 7.2.4.7. Run a negative control (blank run) in the BLANK or an appropriate validated method to ensure that there are no contaminants present in the system.
  - 7.2.4.7.1. If contaminants are present, additional blanks shall be run until a clean blank is obtained.
  - 7.2.4.7.2. If a clean blank cannot be obtained, the machine shall be taken out of service until the cause of contamination is found and removed.
- 7.2.4.8. Run a positive control (Standard run) to ensure the system is functioning properly.
- 7.2.4.9. The positive control should clearly display the peaks of interest with no significant background.
- 7.2.4.10. File the standard run and the blank before it in the Standards Logbook.
- 7.2.5. Preventative Maintenance Schedule
  - 7.2.5.1. Change Liner: Monthly/as needed.
  - 7.2.5.2. Clean Mass Spectrometer (MS) ion source: as needed.
  - 7.2.5.3. Cut/Replace Column: as needed.
  - 7.2.5.4. Replace Ultra-high Purity Helium tanks, as needed.
- 7.2.6. Quality Control Procedures
  - 7.2.6.1. A negative control (blank run) shall be run prior to each sample using the BLANK method or the same method being used for analysis. The blank must be free of discernible peaks in order to be acceptable.
  - 7.2.6.2. Sample run printouts shall be accompanied by the previous blank's printout in order to ensure the system was free of contaminants prior to the run of interest.
  - 7.2.6.3. Each sample and standard vial must be labeled with unique identifying marks to ensure that the correct sample or standard is run.
  - 7.2.6.4. When a run is complete, the vial number listed on the printouts should be compared to the corresponding vial in the autosampler tray to ensure that the correct sample is run.

### 7.2.7. Standard Runs

- 7.2.7.1. In order to conclusively identify a substance in a sample, a pure standard corresponding to the analyte of interest must be run during the same week as the sample and must be listed on the same sequence file as the sample.
- 7.2.7.2. A separate standard will be run for each analyte of interest being reported, but multiple samples may be matched up with the same standard.
- 7.2.7.3. A blank run must be performed before the standard as if it were a sample.
- 7.2.7.4. The retention time of the sample must be within 2% of the retention time of the standard in order to be declared a match. Because concentrations of analytes can affect their retention times, if the retention time is outside this range, the sample or standard may be diluted with corresponding solvent and rerun.
- 7.2.7.5. Both the sample and standard must have similar mass spectra and must match a result in a MS reference library.
- 7.2.7.6. A copy of the matching standard printout and the blank run immediately before it shall be included with the printout of the sample.
- 7.2.7.7. A copy of the printout for each standard used to match casework and the blank run immediately before it shall be retained in the Standards Logbook.

## 8. Sampling

- 8.1. Not applicable

## 9. Calculations

- 9.1. Not applicable

## 10. Uncertainty of Measurement

- 10.1. Not applicable

## 11. Limitations

- 11.1. Not applicable

## 12. Documentation

12.1. Daily Maintenance Logbooks

## **13. References**

13.1. DFS Departmental Operations Manuals, (current revisions).

13.2. Forensic Chemistry Unit SOPs, (current revisions).